

# **AGR VACANCY ANNOUNCEMENT**

## **ARIZONA AIR NATIONAL GUARD**

### **ACTIVE GUARD AND RESERVE**

#### **HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495**

**PHONE (602) 629-4822; DSN 853-4822**

**WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)**

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**ANNOUNCEMENT NUMBER: 06-442A**

**DATE: 04 JAN 2006**

**CLOSING DATE: 29 JAN 2006**

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**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:  
SUPERVISORY SUPPLY TECHNICIAN, GS-2005-09, TC80368000, MSgt/E7**

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**APPOINTMENT FACTORS: OFFICER ( )**

**ENLISTED ( X )**

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#### **LOCATION OF POSITION:**

**161<sup>st</sup> Air Refueling Wing, (161<sup>st</sup> ARW), Phoenix, Arizona**

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**APPLICATIONS MUST BE MAILED (OR HAND CARRIED) TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants must submit a copy of their current physical examination and a copy of their most recent PT test score card. Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted.

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#### **NATIONAL GUARD REQUIREMENTS:**

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be an AGR member of the Arizona Air National Guard (161<sup>st</sup> ARW) and be able to qualify for the following AFSC: 2S0X1**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Active Guard/Reserve Program and is **open to current AGR members of the 161<sup>st</sup> Air Refueling Wing, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are not authorized.**

**NOTE:** Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

**NOTE:** Human Resources Office is the office that will officially notify the selectee of a job offer.

**NOTE:** This position is being concurrently announced with Technician Announcement 06-442T, available on [www.usajobs.com](http://www.usajobs.com).

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**  
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

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1. Knowledge of supply policies, procedures, standards and directives.
2. Knowledge of supply operations, capabilities, limitations, and technical characteristics.
3. Knowledge of supply computer systems and interfaces.
4. Knowledge of supervision and administration practices and procedures.
5. Ability to plan, organize, and prioritize projects and activities.
6. Ability to analyze historical data and provide guidance and recommendations to improve operational effectiveness.
7. Skill in developing and implementing plans and procedures.
8. Must be able to communicate, both orally and in writing

**SPECIALIZED EXPERIENCE:** Must have **24 months** experience providing technical guidance and policy direction in Standard Base Supply System (SBSS) activities involved in direct customer support through Demand Processing, Research/Records Maintenance, Mission Support Capability (MICAP), Repair Cycle Support, and Combat Supply Support for Maintenance (CSSM), War Readiness Sections and Mobility/Weapons warehousing.

**BRIEF JOB DESCRIPTION:** This position is located at the 161<sup>st</sup> Air Refueling Wing, Phoenix, Arizona Air National Guard. The primary purpose of this position is to supervise employees in the supply branch. Plans and organizes the work performed in the branch to provide optimum service, efficiency, and productivity. Develops and establishes performance standards and rates the performance of subordinates. Selects or participates in the selection of new employees. Conducts and documents corrective interviews with subordinates. Approves sick and annual leave and establishes leave schedules. Determines training needs of subordinates and ensures training if provided. The base level of work supervised is GS-07. Prepares, approves and assigns official job descriptions and performance appraisals. Prepares, justifies and recommends performance awards. Interprets, plans, establishes and prioritizes work requirements for affected sections, elements and personnel. Provides technical advice and supervises the Combat Supply Support for Maintenance (CSSM) which controls Due-in From Maintenance (DIFM) items, schedules and controls Precision Measurement Equipment Laboratory (PMEL) items, maintaining forward supply points and warehouse stock. Determines effectiveness of support and recommends changes to both maintenance and supply activities. Reviews storage requirements as changes occur for Readiness Spares Packages (RSP), Weapons, and mobility bags. Serves as the Wing primary point of contact on the mobility bag program, providing storage for assembled and bulk bag assets, shelf life maintenance, and procedures for issuance to supported units personnel upon mobilization. Works under the general supervision of the Logistics Readiness Director, referring only problems of extremely difficult nature for advice and guidance.

**SELECTING SUPERVISOR:** Lt Col Allen Kirksey Jr.